

Policy and Procedure	Date Issued	Section	Policy Number	Page
Milwaukee County Behavioral Health Division	4/11/2008		One	1
SAIL	Date Revised	Subject: Wiser Choice Bus Pass and Ticket Policy		

POLICY:

The provision of bus passes or tickets is a necessity for many Milwaukee Wiser Choice system participants. Situations such as lack of income, harsh weather conditions, transient living arrangements are legitimate considerations regarding the authorization and issuance of bus passes/tickets. However, bus passes and/or tickets are not intended to be an entitlement for all Wiser Choice participants, and its distribution must be consistent with “payor of last resort” policy. Bus Passes/Tickets will be a time limited resource for those individuals who have no means to provide for their own transportation, and this will prevent them from fully participating in treatment.

PROCEDURE:

For all Clients:

Treatment programs are reminded of the terms of Fee-for-Service Agreement with Milwaukee County Department of Health and Human Services (DHHS), funds are intended to be the “payor of last resort” after all other public and private funds, including medical insurance, have been exhausted. The policy acts to influence reimbursement at two levels. At the level of the service recipient, the “payor of last resort” means that contractors, vendors, and/or providers under contract with the DHHS are required to exhaust all other governmental or private resources before using DHHS funds. This includes, but is not limited to, Medicaid, health insurance, and other third party reimbursements, etc. In other words, the County does not pay for services to a service recipient if other sources of revenue are available to pay for those services. At the program level, the “payor of last resort” policy applies to grants, contributions, and other public and private sources of revenue that are restricted to the program or services being purchased. The restricted funds are first applied to program expenses to arrive at net allowable expenses for rate-based services. Any unspent revenue received by an agency for a program under contract with the DHHS may become excess revenue, in which case it is deemed to be unspent Milwaukee County funds and must be returned to the County.

Clients with a Recovery Support Coordinator (RSC):

1. It is presumed the Single Coordinated Care Plan (SCCP) may include multiple activities that require the client to travel to various appointments. RSC will make the decision based on their knowledge of the client’s situation. The need and funding of bus passes/tickets must be written in the SCCP and documented in the case notes.
2. Bus Passes/Tickets will be predicated on the ability to pay, and as such it will be available ONLY to clients without income, clients who are homeless, or clients who have situations, which deem its appropriateness (such as serious health condition, employment interviews, multiple medical or court appointments, etc). Clients MUST be fully participating in treatment and maintaining ongoing communication with RSC.
3. Bus Passes will be provided at one week at a time intervals, and upon submission of the “Treatment Verification Form”. A “Treatment Verification Form” will be given to each client with his/her first pass. The Recovery Support Coordinator (RSC) will inform the client that it is his/her responsibility to obtain verification from the treatment provider as he/she attends the appropriate counseling sessions. Upon receiving the completed “Treatment Verification Form”, clients will receive the Bus Pass/Tickets from an RSC or their Supervisor.
4. The above documentation requirements apply only to *direct clinical* services (i.e., face-to-face sessions) for which the provider can attest to the client’s attendance. However, if another staff person in treatment agency fills out the form, the client’s counselor still needs to sign it.
5. Bus Passes/Tickets will be a time limited resource: if the client is newly employed, then the RSC will wait until receipt of the client’s first/second paycheck, before discontinuing the funding of the bus pass.